SPECIAL EDUCATION EIS EXTRACT FILE

The following information was included in the instructions from D & A for the Census Program Version 5.0. The reference to the Transfer Attendance Data is about the extract file that will be created for EIS upload. The EIS Contact person should work with the Special Ed person to create the extract file. The EIS Contact should then Zip the file and upload it to the State. This should be done on a regular basis to keep the information transmitted to the State current.

Attendance Module

Transfer Attendance Data

This module is now functional. It will generate an extract file with all changes since the last time the extract file was generated. You will be prompted for a date (MM/DD/YYYY) and time (HH:MM:SS) in military notation (hour 01 to 24). The first time this routine is run, the date and time will be blank. Enter the first day of your school year for the date and leave the time blank the first time you run the transfer module.

The date and time will default to the last time an extract file was created. Generally, you accept this default date and time (other than the first time when it is blank). Should you need to generate an extract file that has previously been created, you may enter an earlier date or time to regenerate all changes from the entered date and time.

The following information is an example of the Transfer Attendance Data screen.

Last Transfer Date and Time:	01/03/2001	14:05:20
Transfer all records after this Date and Time:	01/03/ 2001	14:05:20

Accepting the default date and time above will generate an extract file with all changes which have not been included in an extract file after the 1/3/2001 at 2:05 p.m. Changes prior to this date/time combination will not be included in the extract file. In this way, only those changes not previously reported would be included in the extract file each time this module is run.

If you are requested to send previously reported changes, this date and time combination may be changed. For example, if you were asked to send all changes since 12/15/2000, you may enter the following:

Last Transfer Date and Time:	01/03/2001	14:05:20
Transfer all records after this Date and Time:	12/15/2000	: :

This will create an extract file that includes all of the changes from 12/15/2000 through the present.

The actual special education attendance extract file will be created on the specified device (A or B floppy disks or C hard drive in the Census Program subdirectory – generally c:\census). The file name is a combination of numbers with a file extension of 'EIS' (i.e., 95110106S01.EIS). The file name includes data from your system number and the date it is generated so will vary each time it is run. A good practice is to maintain a copy of all extract files that are generated during a school year.

A copy of this file may be carefully viewed with a file editor (i.e., Notepad). If viewed with a file editor, do not save any changes as it may change the file format or data and make the file unusable. Always view a copy of the extract file rather than the original extract file. The file follows the State mandated format for the special education extract file.